



# Minutes

## Prevention/Mitigation Task Group, Meeting #8

Date: March 26, 2015  
Time: 1:30 am - 2:45 pm  
Place: Teleconference

### In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Ike Edeogu	Alberta Agriculture and Rural Development
James Jorgensen	Alberta Environment and Sustainable Resource Development
Kim Johnson	CAPP (Shell)
Robyn Jacobsen	CASA
Amanda Stuparyk	CASA
Warren Greeves	CASA

### Regrets:

Name	Stakeholder group
Ron Axelson	Intensive Livestock Working Group
Gerald Palanca	Alberta Energy Regulator
David Spink	Prairie Acid Rain Coalition
Abena Twumasi-Smith	Wood Buffalo Environmental Association
Imai Welch	City of Edmonton

### Action Items:

Action Items	Who	Due
8.1: As quorum was not achieved, Amanda will contact the non-government representative after the meeting to discuss the task group final report.	Amanda	ASAP

## 1. Administrative Items

The conference call began at 1:30 pm. Participants introduced themselves and were welcomed to the meeting. Quorum was not achieved as there was not a non-government representative on the call.

***Action Item 8.1: As quorum was not achieved, Amanda will contact the non-government representative after the meeting to discuss the task group final report.***

The minutes from meeting #7 were reviewed and approved with no changes. The action items from meeting #7 were discussed as follows:

Action Items	Who	Status
7.1: As quorum was not achieved, Amanda will contact the industry representatives after the meeting to discuss meeting outcomes.	Amanda	Complete, no issues.

7.2: Amanda to obtain in-kind hours for task group and include in final report.	Amanda	Complete, included in the final report.
7.3: Amanda to create brief chronology of the task groups work leading to the RFP and consultation process, including finalization of table of contents, work plan and approval for Methodology section of the final report.	Amanda	Complete, included in the final report.
7.4: Robyn to review the CASA communications plan to determine the process for posting task groups' consultant reports on the CASA website.	Robyn	Complete, no formal process. Will discuss with Executive Director.
7.5: Amanda will prepare the next version (v2) of PMTG Final Report and send to task group on Monday March 9, 2015. Task group members will have one week review and submission of comments for Monday March 16, 2015.	Amanda/ Task Group Members	Complete with revised timelines. Review this meeting #8.
7.6: Amanda will poll for dates for meeting #8 the week of March 23rd (teleconference) to review the task groups' final report.	Amanda	Complete.

## 2. Finalize the task group final report

The purpose of this meeting was to review the content of the task groups' final report. After meeting #7, the secretariat revised the draft 1 of the report based on the group discussion and comments/request for revisions.

The task group reviewed and discussed the draft version 2 section by section and discussed content and revisions. Some editorial comments were provided to and recorded by Amanda through the document but it was requested to send a track changes version of the report by email. There were no substantive revisions requested; the group clarified the Methodology section.

Discussion of clarifications/additions or revisions are highlighted below. There was a request from a member to clarify the difference between the task group final report and the consultant report as both are named 'report' through the document. The secretariat confirmed they would clarify the referencing and adjust the sections and throughout.

- **Section 2: Overview of Tasks**
  - There was a question about the description of 'the receptor' in the section 2.1, relating to 'becoming aware', and whether this could be phrased differently. Amanda will look into this and determine where the wording came from. If it was the Project Charter then the group should consider leaving the wording as is. Amanda will report back in next version.
  - Section 2.3, the group clarified that the list of odour sources and applicable sectors was initially obtained from the OMT and the group did not create it.
- **Section 3: Methodology**
  - A member asked if this section could reflect the Odour Assessment task group report and have an Overview of Steps as section 3.1. Then the Report Context and RFP Development would be section 3.2 and Report and Tool Development would be section 3.3.
  - The Overview of Steps will use information within section 3.2, similar to the OA report.

- A member requested that the bulleted list of tools be removed from the report as it is repetitive to the actual report itself.
- In section 3.2 the task group clarified that they did not conduct a gap analysis. It is noted as a piece of future work similar to the OA task group final report, and was requested to be added to the future work section.
- **Section 4: Advice on Education / Communication / Awareness**
  - It was requested to remove the initial paragraph of objectives and to begin the section with the task group areas of advice.
- **Section 5: Continuous Improvement**
  - It was requested to remove the initial paragraph of objectives and to begin the section with the task group areas of advice.
  - Add gap analysis to future work.

### **3. Meeting Wrap-up**

Amanda will prepare next version (v3) of PMTG report and send to the group via email for acceptance. The group agreed the next version should be the final version. All task group members will review and communicate the final report to their constituencies over a one week period and provide their acceptance to Amanda to submit to the OMT.

The task group will present their final report to the OMT at their April meeting (scheduled for April 20<sup>th</sup>). Kim and David, as representatives on the OMT, were asked to present at the meeting. Amanda will draft the groups' final presentation and send to presenters prior to the meeting. The final report will be close to being finalized by that time and will be sent to the OMT as soon as it is accepted by the task group.

### **4. Adjourn**

Meeting adjourned at 2:35 PM.